

AGENDA

BICYCLE, PEDESTRIAN, AND GREENWAYS ADVISORY BOARD

Monday, October 11, 2010, 3:00 PM
City Hall Council Chamber
1101 Texas Avenue
College Station, Texas, 77840

1. Call to Order
2. Oath of Office (DGR)
3. Hear Visitors At this time, the Chairman will open the floor to citizens wishing to address the Board on planning and zoning issues not already scheduled on tonight's agenda. The citizen presentations will be limited to three minutes in order to accommodate everyone who wishes to address the Board and to allow adequate time for completion of the agenda items. The Board will receive the information, ask city staff to look into the matter, or will place the matter on a future agenda for discussion. (A recording is made of the meeting; please give your name and address for the record.)
4. Consideration, discussion, and possible action on Absence Requests.
5. Presentation and discussion regarding the Bicycle, Pedestrian, and Greenways Master Plan. (VG)
6. Presentation and discussion regarding the general responsibilities of the Bicycle, Pedestrian, and Greenways Advisory Board. (VG/BC)
7. Presentation, discussion, and possible action regarding the general responsibilities of appointees to a City of College Station citizen committee, including items such as absence requests, conflicts of interest, and open meetings training. (VG/AC)
8. Presentation, discussion, and possible action on a regular meeting date and time. (VG)
9. Presentation, discussion, and possible action regarding proposed rules and procedures for the Bicycle, Pedestrian, and Greenways Advisory Board. (VG)
10. Presentation, discussion, and possible action regarding the Bicycle, Pedestrian, and Greenways Advisory Board calendar of upcoming meetings.
 - October 20, 2010 ~ Webinar on Stormwater Management ~ Rooftop Disconnection, Filter Strips & Rainwater Harvesting ~ College Station Utilities Meeting & Training Facility, 1603 Graham Road, Auditorium ~ 11 a.m to 1 p.m.
 - November 2010 ~ Bicycle, Pedestrian, and Greenways Advisory Board meeting ~ date to be discussed
11. Possible action and discussion on future agenda items – A Bicycle, Pedestrian, and Greenways Board Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.
12. Adjourn.

Notice is hereby given that a Regular Meeting of the Bicycle, Pedestrian, and Greenways Advisory Board of the City of College Station, Texas will be held on Monday, October 11, 2010 at 3:00 p.m. at the City Hall Council Chamber, 1101 Texas Avenue, College Station, Texas. The following subjects will be discussed, to wit: See Agenda

Posted this the ____ day of _____, 2010 at ____ p.m.

CITY OF COLLEGE STATION, TEXAS

By _____
Sherry Mashburn, City Secretary

I, the undersigned, do hereby certify that the above Notice of Meeting of the Bicycle, Pedestrian, and Greenways Advisory Board of the City of College Station, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said notice on the bulletin board at City Hall, 1101 Texas Avenue, in College Station, Texas, and the City's website, www.cstx.gov. The Agenda and Notice are readily accessible to the general public at all times. Said Notice and Agenda were posted on _____, 2010 and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

This public notice was removed from the official posting board at the College Station City Hall on the following date and time: _____ by _____.

Dated this ____ day of _____, 2010.

CITY OF COLLEGE STATION, TEXAS

By _____

Subscribed and sworn to before me on this the ____ day of _____, 2010.

Notary Public- Brazos County, Texas

My commission expires: _____

This building is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive service must be made 48 hours before the meeting. To make arrangements call (979) 764-3517 or (TDD) 1-800-735-2989. Agendas may be viewed on www.cstx.gov.



**City of College Station ~
Bicycle, Pedestrian, and Greenways Advisory Board
Rules of Procedure**

Article 1. Authority

- 1.1** Section 2.6.C.4 of the City of College Station Unified Development Ordinance authorizes the Bicycle, Pedestrian, and Greenways Advisory Board to adopt its own rules of procedure.

Article 2. Purpose, Powers and Duties

2.1 Purpose

The purpose of the Board is to exercise the powers authorized by the College Station City Council under the City of College Station Code of Ordinances and applicable State statutes regarding bicycling, walking, greenways, and related matters.

2.2 Powers and Duties

The Bicycle, Pedestrian, and Greenways Advisory Board shall have the powers and duties authorized in Article 2 of the Unified Development Ordinance and any other applicable ordinances or laws, and to make recommendations on comprehensive plan amendments, text amendments and impact fee/cip priorities. The Bicycle, Pedestrian, and Greenways Advisory Board may also establish subcommittees as needed.

A. Plan of Work

The Bicycle, Pedestrian, and Greenways Advisory Board may adopt a Plan of Work. The Plan of Work should consider future tasks for a prescribed period and be updated and revised annually in coordination with the City Council Strategic Planning process.

Article 3. Organization and Officers

3.1 Appointment

The Bicycle, Pedestrian, and Greenways Advisory Board shall consist of those members appointed by the City Council in accordance with the UDO, and assigned to Positions 1-7 for the purpose of recordkeeping. Appointments are made at times as determined by the City Council. Upon taking the Official Oath of Office given by the City Secretary or designee, the Board members shall attend meetings in an official capacity.

- A. A Chairperson shall be appointed annually by the City Council.
- B. A Vice-Chair shall be selected by the Board from among its members as necessary.

3.2 Membership and Terms

- A. Terms

Terms of members of the Bicycle, Pedestrian, and Greenways Advisory Board shall be as provided in the Unified Development Ordinance. Board members with expiring terms seeking reappointment must formally reapply in writing for consideration. Staff shall inform Board members of term expiration by January 31st of the year in which their term expires.

- B. Term Limits

Terms of office shall be as provided in the Unified Development Ordinance.

- C. Vacancies

Vacancies shall be filled as provided in the Unified Development Ordinance.

Article 4. Meetings and Procedures

4.1 Meetings

Members of the Bicycle, Pedestrian, and Greenways Advisory Board shall meet monthly as determined by the Chairman. All meetings of the Board where a quorum is present shall be open to the public. Special meetings or workshops of the Bicycle, Pedestrian, and Greenways Advisory Board may be called by the Chair or upon request of a majority of the Board to the chair.

4.2 Quorum

A quorum is a majority of the number of members of the Board. Four (4) members shall constitute a quorum for the transaction of any business. Any recommendation advanced to the Planning and Zoning Commission and the City Council without a majority of positive votes from those members present shall be deemed a negative report. No business shall be conducted or action taken without a quorum of the Board present.

4.3 Absences

In accordance with Ordinance No. 2406, Board members shall submit an absence request to the staff liaison.

4.4 Conflict-of-Interest

The conflict-of-interest laws require that a member file an affidavit and abstain from participating in, and voting on, items in which a member has a substantial interest. Members of the Board should refer to THE COLLEGE STATION CITY CHARTER and TEXAS LOCAL GOVERNMENT CODE to determine whether the member may have a conflict of interest. Additionally, a member is encouraged to contact the Administrator, being the Planning and Development Services Director or designee, and/or the City Attorney prior to the meeting at which the item will be considered by the Board.

4.5 Order of Business

The order of business shall generally be conducted as follows:

A. Regular Meeting

Hear Citizens.

Recognition of Affidavits of Conflict-of-Interest.

Regular Agenda Items.

Discussion and possible action on future agenda items.

Adjourn.

C. Order of Presentation

Generally, regular items on the agenda shall adhere to the following sequence, unless modified as necessary by the Chair:

Public Hearing Items:

- ☐ Presentation of staff report
- ☐ Questions of staff by the Board
- ☐ Open Public Hearing
- ☐ Applicant invited to address the Board
- ☐ Public invited to address the Board
- ☐ Close Public Hearing
- ☐ Discussion and Action by the Board

Non-Public Hearing Items:

- ☐ Presentation of staff report
- ☐ Questions of staff by the Board
- ☐ Applicant invited to address the Board at the discretion of the Chair
- ☐ Discussion and Action by the Board

4.6 Rules of Order

The Board should refer to Robert's Rules of Order for the conduct of its meetings.

4.7 Minutes

The Bicycle, Pedestrian, and Greenways Advisory Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating that fact and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Administrator and shall be a public record. Minutes shall be signed by the Chairman after the Board approves them.

4.8 Staff

The Administrator shall provide staff, as needed, to the Bicycle, Pedestrian, and Greenways Advisory Board.

4.9 City Attorney

The City Attorney is the legal advisor of and attorney for the City and all offices and departments. The Administrator shall consult and cooperate with the City Attorney on legal issues pertaining to bicycle, pedestrian, and greenway matters. The City Attorney or his/her designee may attend Bicycle, Pedestrian, and Greenway Advisory Board meetings as necessary.

Article 5. Continuing Education

5.1 Continuing Education

As citizen volunteers appointed to the Bicycle, Pedestrian, and Greenways Advisory Board, Board members are encouraged to attend training and continuing education opportunities, as provided by the City of College Station, the Texas Chapter of the American Planning Association, or other professional organizations where Continuing Education Units (CEUs) may be obtained.

5.2 Annual Training

Orientation will occur on an annual basis to train new members of the Bicycle, Pedestrian, and Greenways Advisory Board. This orientation will include review of the Rules of Procedure, the City's plans and ordinances pertaining to bicycling, walking, and greenways, and the Plan of Work.

Article 6. Amendments

6.1 Amendments

The Board may amend the Rules of Procedure at its discretion by a majority vote of the Board.

6.2 Conflict

In the case of any conflict between any Ordinance or applicable law and these Rules, the Ordinance or applicable law shall take precedence.

PASSED, ADOPTED and APPROVED this 11th day of October, 2010.

APPROVED:

Dennis Maloney, Chair
Bicycle, Pedestrian, and Greenways Advisory Board

ATTEST:

Sherry Mashburn, City Secretary